

STATE OF NEW HAMPSHIRE HUMAN RESOURCES

CLASSIFICATION: SECURITY OFFICER II

Class Code: 8124-14

Date Established: 12-06-01

Occupational Code: 3-3-9

Date of Last Revision: 03-05-02

BASIC PURPOSE: To provide police coverage to New Hampshire Hospital / State Office Park South (NHH/SOPS) through enforcement of Federal, State, local Laws and, N.H.H. policies and procedures, as well as providing general and specialized services to patients/residents, employees, and citizens.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Appears in court as a witness in traffic violations, criminal cases, or other administrative hearings as required. Prepares cases for prosecution, up to the level of Class-B misdemeanor, for review by NHH/SOPS Campus Police department prosecutor. Serves warrants, Domestic violence orders (DVOs), juvenile petitions.
- Completes abuse and neglect investigations on the off shifts, on weekends, or when the complaint investigator is unavailable.
- Monitors the regulations and policies governing the security and protection of state-owned property including buildings, grounds, and parking lots in the area, applies agency rules and enforces state laws.
- Inspects for pilfering of state property and investigates thefts as required; maintains parking and traffic regulations.
- Enforces the regulations and policies governing the security and protection of state-owned property including buildings, grounds, parking lots, roadways, and people.
- Inspects grounds and buildings at specified intervals for fire, theft, lighting, and other safety hazards; makes trips to local banks with deposits and withdrawals for the business office; transports state payrolls from the treasury.
- Investigates criminal activities and detects, apprehends and arrests law violators; prepares reports of inspections and investigations for presentation to superior.
- Assists with the admission of clients to a state institution; searches for, locates and returns AWOL patients; may transfer patients to and from other institutions or court, both in and out-of- state.

DISTINGUISHING FACTORS:

Skill: Requires skill in applying instructions to accomplish different job functions OR in operating machines for a variety of different purposes.

Knowledge: Requires understanding and using business or trades vocabulary or basic arithmetic to perform standard operating procedures.

Impact: Requires responsibility for achieving direct service objectives by assessing agency service needs and making preliminary recommendations for the development of alternative short-term program policies or procedures. Errors at this level result in incomplete assessments or misleading recommendations causing a disruption of agency programs or policies.

Supervision: Requires partial supervision of other employees doing work which is related or similar to the supervisor, including assigning job duties, providing training, giving instructions and checking work.

Working Conditions: Requires performing regular job functions in an adverse working environment containing a combination of disagreeable elements, which impact significantly upon the employee's capacity for completing work assignments. This level includes work-related accidents or assault.

Physical Demands: Requires medium work, including continuous strenuous activities such as frequent reaching, bending, or lifting as well as performing work activities which require fine manual dexterity or coordination in operating machines or equipment.

Communication: Requires explaining facts, interpreting situations, or advising individuals of alternative or appropriate courses of action. This level also requires interviewing or eliciting information from state employees or members of the general public.

Complexity: Requires a combination of job functions to establish facts, to draw daily operational conclusions, or to solve practical problems. This level also requires providing a variety of alternative solutions where only limited standardized exists.

Independent Action: Requires a range of choice in applying a number of technical or administrative policies under general direction and making routine decisions or in recommending modifications in work procedures for approval by supervisor.

MINIMUM QUALIFICATIONS:

Education: Graduation from high school, G.E.D. or its equivalent. Completion of Police Standards and Training Certification as certified Police Officer (RSA 135:41 & 42). Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Two years' experience in law enforcement work as a NH certified police officer or accepted certification by Police Standards and Training Council.

SPECIAL REQUIREMENTS NHH ONLY:

1. Required by RSA 188-F: 27, III-a and HB 121 – Chapter 138, laws of 1997 and in accordance with protocols adopted by the NH Police standards and Training Council: All uncertified part-time and full-time police officer candidates, prior to assuming their duties, must successfully pass a;
 - Urine drug screening administered under the direction of a licensed physician according to established protocols.
 - Physical Fitness Performance Test meeting established standards and successfully retest every three years thereafter.
 - Psychological screening test battery administered under the direction of a licensed psychologist or psychiatrist designed to detect behavior traits that could adversely affects the person's ability to perform the essential functions for a law enforcement officer.
 - Physical Exam meeting established standards (PSTC Form D) and successfully re-test every three years thereafter.
1. A thorough character investigation and reference check will be made before appointment.

Candidates who do not have good character or a conviction free record of serious offenses will be ineligible for appointment.

2. Must be at least 21 years of age at appointment.
3. Within the first six months of employment, the Security Officer must successfully complete a training course established by the Police Standards and Training Council and thereafter maintain yearly certification.
4. Appointment to this classification is provisional pending satisfactory completion of all written and physical components of the Mental Health Worker Training Program, as approved by the Division of Personnel, within the first four (4) weeks of employment.
5. Must possess a valid driver's license in the state in which the employee resides, with appropriate endorsements required for the type of vehicle being operated. Must possess or successfully complete a Defense driving Course as approved by the New Hampshire Safety Council within the first six (6) months of employment. As a condition of and prior to hire, the applicant must have verified their current New Hampshire driving record supplied by the Dept. of Safety, Division of Motor Vehicles indicating no major traffic violations.

RECOMMENDED WORK TRAITS: Knowledge of law enforcement work and arrest procedures. Skill in dealing with offenders of the rules and regulations established for the control of pilfering and damage to state-owned property. Ability to enforce laws in accordance with standard procedure to control pilfering and damage to state property. Ability to understand and follow instructions. Ability to work with people and secure their cooperation without the use of violence. Ability to perform investigations, question witnesses and prepare written reports. Ability to use judgment when using force to control individuals or groups. Ability to establish and maintain harmonious working relationships with employees, residents, other law enforcement agencies and the general public. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.

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